

SECTION 1 – PURPOSE AND AUTHORIZATION

The name of the board shall be the “Board of Commissioners of Pocono Township” (the Board). The Board shall have all the rights, powers and duties respectively conferred upon Board of Commissioners pursuant to the Pennsylvania statutes, as amended, that govern townships of the first class.

SECTION 2 – OFFICE OF THE BOARD

The office of the Board shall be the Municipal Building where the Board records will be maintained. All correspondence shall be addressed to the Board c/o the Township Manager, 112 Township Drive, Tannersville, PA 18372. Copies of all agendas, minutes and resolutions of the Board shall be filed or recorded with the Secretary.

SECTION 3 – OFFICERS

- A. At the organizational meeting, the Board shall elect one commissioner as President and one commissioner as Vice-President. The Board shall promptly fill any officer vacancies.
- B. The President shall:
 - i. Preside over all Board meetings
 - ii. Vote on all motions
 - iii. Sign and execute documents as authorized by the Board
 - iv. Serve as the ceremonial representative of the Township for various functions which may be delegated as deemed appropriate

SECTION 4 – BOARD MEETINGS

- A. The Board shall hold regular meetings at 7:00pm on the first and third Monday of every month, except when the Municipal Building is closed due to public holiday or some other reason. In the event of such a scheduling conflict, an alternative meeting date may be scheduled by the Board. All meetings of the Board are open to the public, as required by the Pennsylvania General Statutes, unless otherwise specified.
- B. The Township Secretary will provide the board with draft meeting minutes within five (5) business days of the meeting. The draft minutes will be clearly marked as “DRAFT” and will not become official until the Board votes to approve them at a subsequent meeting. If the Board makes any changes in the draft minutes prior to the vote, the meeting minutes will be corrected to reflect the changes without strike through or redline before being marked final and placed in the meeting minute’s book as the official minutes for that meeting.
- C. From time to time, at the Board’s discretion, public workshops will be held to provide the Board the opportunity to discuss major events or projects in order to prepare for a vote at a regular or special meeting. Workshops are open to the public and will not include

voting or ruling on any matters. The public may comment as provided for in Section 6.A below.

- D. The Board may hold special meetings which will be advertised and follow all procedures as outlined for Board Meetings.
- E. At the request of the Board, the Township Manager, Solicitor, Engineer, and Secretary shall participate in discussions at meetings.
- F. Commissioners may participate and vote via speakerphone, however technology may limit the total number per meeting. The Commissioners must be able to hear the meeting discussions and the audience must be able to hear the Commissioner(s) participating by phone.
- G. The Board shall fill appointments and vacancies in appointed boards and Commissions as they occur. Individuals interested in appointment or reappointment shall submit a letter of interest to the Township Manager, listing qualifications for appointment and any other pertinent information. The Board shall review all letters of interest and may conduct interviews and appoint individuals by a majority vote.
- H. The Board of Commissioners may remove an appointed member of a board for the following reasons –
 - Failure to attend meetings – Any member who fails to attend three (3) consecutive meetings or fifty percent (50%) of the board’s meetings in a twelve (12) month period, without reasonable cause or excuse, may be removed by majority vote of the Board of Commissioners.
 - Termination of residency – Any appointed member of a board who ceases to be a full-time resident of Pocono Township may be removed.

SECTION 5 – ORDER OF BUSINESS

- A. The agenda for all regular meetings of the Board shall include, but is not limited to, the regular items listed as follows:
 1. Open Meeting
 2. Pledge of Allegiance
 3. Roll Call
 4. Public Comment – agenda and non-agenda matters
 5. Announcements
 6. Hearings
 7. Presentations
 8. Old Business – such as approval of minutes
 9. New Business – such as personnel, financial transactions, travel
 10. Report of the President
 11. Commissioners comments
 12. Reports
 13. Ordinances and Resolutions
 14. Public Comment

- 15. Executive Session (if necessary)
- 16. Adjournment

- B. All Commissioners and staff members shall submit their requested agenda items to the Township Manager no later than the Thursday preceding the scheduled meeting at noon. A draft agenda and supporting materials for regular meetings shall be prepared by the Township Manager and forwarded to the Board for review and comment no later than 4:30pm on Thursday. The draft agenda will reflect changes requested by the Board members. The draft agenda, clearly notating action items of the board, will be posted to the website with the assistance of township staff by the close of business on Friday prior to each meeting. Any change(s) to the agenda from the draft agenda posted on the township website to the final agenda presented at the meeting, will be clearly marked as added to agenda since the draft was posted.

SECTION 6 – PUBLIC PARTICIPATION

- A. The Public comment section of the order of business shall be that portion of the board meeting during which the public may address the board for no more than five (5) minutes per individual. The Board shall accept all public comment at beginning and end of meeting as noted on agenda. All questions or comments shall be directed to the Board President and shall not be directed to staff or invited guests. Further remarks or questions by the public may be allowed at the discretion of the President. The President reserves the right to end public participation at any meeting if it becomes clear that the Board will not be able to conduct its business in a timely manner.
- B. If the Board entertains a motion, not noted on the draft agenda posted to the website, the Public will have the opportunity to comment or ask a question after the motion has been made and seconded, but prior to the Board taking a vote.

SECTION 7 – COMMITTEES

- A. The Board shall appoint Commissioners to committees.
- B. There shall be a standing Finance committee consisting of two Commissioners who shall meet from time to time to review and make recommendations on all matters relating to the budget, financing, annual audit, and processing of payments.
- C. The Board may appoint other such committees as may be deemed necessary or desirable. Any committee so appointed shall have the duties or responsibilities assigned to it at the time of appointment.
- D. Committees may have non-voting members of the public as part of the committee.
- E. No Commissioner shall be excluded from attending any Township meeting convened for the purpose of discussion of Township matters.

SECTION 8 – AMENDMENTS

These bylaws may be amended from time to time as deemed necessary or desirable by the Board by majority vote.

SECTION 9 – QUORUM

A quorum shall consist of three (3) members of the Board.

SECTION 10 – ROBERT’S RULES OF ORDER

The most recent version of the Robert’s Rules of Order shall be the authority in all matters of parliamentary procedure not otherwise stated in these bylaws. The Board shall elect a parliamentarian to enforce these rules.